

**DIS RFQ #470-RFQ-0901 for Design Professional Services**  
**Questions and Answers**  
**September 17, 2008**

**General Questions**

**Question 1:** Will the consultant be eligible to participate in subsequent phases of the project if they do not respond to the current RFQ?

Answer 1: The current RFQ is for the specific SOW / Scope of Services and future work is not dependent on being the vendor chosen for this engagement.

**Question 2:** Will the consultant for this study also be permitted to compete for the design and construction documents should the project be funded?

Answer 2: Yes, future RFQs will be published for the detailed design and construction. Consultants will have another opportunity to submit their qualifications for consideration of those project phases.

**Question 3:** If the consultant participates in this Design RFQ and wins, does that exclude them from bidding on the actual build/construction/move phases of the data center project?

Answer 3: No, the consultant will not be excluded. This RFQ is only for the study that will provide a preliminary design and budget for planning purposes. Future RFQs will be published for the detailed design/construction/move/etc. phases. Consultants will have another opportunity to submit their qualifications for consideration of those project phases.

**Question 4:** For the design professional to do the requirements analysis/feasibility study, is the consultant / firm required to be registered with the appropriate professional boards in Arkansas?

Answer 4: Yes, the requirement is for the consultant to be licensed by the architect and/or engineer's boards. It has been the position of these boards in the past that the mere offer to provide engineering or architectural services without the AR licenses is a violation of these boards' rules and laws. Violators are subject to fines by the respective boards. DIS is asking that the consultant provide schematic designs and system requirements as a part of this first study/analysis. These are the items that invoke the license requirements. See the ABA MS&C Section 2-104 Design Professional Qualifications and Section and 2-401 & 2-402 Feasibility Study Requirements

**Question 5:** Does the State have any specific LEED certification levels (certified, silver, gold, etc...) in mind as a goal for the new facilities? Is the Data Center expected to be LEED certified and, if so, at what level?

Answer 5: A Minimum of "Certified" for all building components within the facility is the current goal with higher levels of Silver to Platinum to be determined during/after the study dependent on the review of the cost/benefit analysis and funding available. DIS anticipates a design that meets a higher rating for the office/warehouse component than for the data center component.

**Question 6:** Does DIS have any existing relationships or alliance agreements with IT equipment vendors?

Answer 6: Yes. The Office of State Procurement routinely issues IFBs, RFPs, and RFQs for our ongoing requirements. The State also participates in national procurement alliances such as WSCA (Western States Contracting Alliance), U.S. Communities, and MiCTA.

## **Specific Section Questions**

### **Section I. Introduction, B. Objective:**

**Question 7:** Would DIS be able to elaborate on the intended role of the warehouse in this project? What is the relationship between the warehouse and the other facility components of this project and generally, what are the relationships between the all the project elements: Warehouse, Data Center, and Office Building?

Answer 7: DIS' current warehouse is in a separate location from the current office and data center. It is used to centralize the agency's asset management program by receiving, housing, and shipping items in the following categories: agency office equipment and supplies; large quantities of paper (roll & box) and forms for print operation; spare interoperable radio system equipment; and state-wide network spare equipment. Supplies and equipment are trucked from the warehouse to the office and data center location.

DIS sees this same purpose in the new warehouse. DIS envisions the new warehouse being co-located with the office building component which is located inside the same fenced grounds as the data center building component. A fire walled corridor could join the warehouse to the data center for movement of data center equipment and supplies. The "trucking" process would be eliminated, therefore saving time and expense of the asset management program.

**Question 8:** Within the State Data Center (SDC) Component of  $\pm 50,000$  sq. ft. that includes  $\pm 16,000$  sq. ft. of raised access floor, how much of the 50,000 sq. ft. is projected for electrical and mechanical support space?

Answer 8: 16,000 sq. ft. is also allocated from the total building square footage for the projected electrical and mechanical support space in this pre-design estimate. DIS understands that it's recommended to have a minimum of a 1 to 1 ratio for a Tier III data center, and that possibly more space for M&E support space will be required. This is dependent on the overall power requirements of which the study will help to confirm.

**Question 9:** What is DIS' basis for a three (3) to eight (8) year expansion space? Why 3 and 8 as opposed to 1/5/10? Are these tied to refresh and/or IT planning cycles?

Answer 9: These cycles are tied to State Governance and Budgeting cycles, in addition to IT planning and refresh cycles. We are not opposed to having industry recommendations based on 1/5/10 year cycles.

**Question 10:** Do the estimated facility sizes stated in the Objective paragraph on page 3 include anticipated future growth?

Answer 10: Yes, approximately 1.5 times current space.

**Question 11:** Given that DIS' states that the SDC will be a stand-alone facility; will the  $\pm 124,000$  sq. ft. and the  $\pm 50,000$  sq. ft. be adjacent to each other?

Answer 11: Yes, we anticipate having two buildings adjacent to each other but with sufficient space between for disaster protection (i.e. fire lane / fire apparatus access road).

**Question 12:** Is it DIS' intention to award the Requirements Analysis for both the SDC and State Agency Office component and not just the SDC Component? Is DIS requiring that respondents bid on both components or not at all?

Answer 12: Both components shall be included in the requirements analysis, with primary focus on determining the requirements for the SDC. DIS does require that the respondent is prepared

to bid on both components. The final project document shall include budget estimates for the detailed design, construction, and commissioning of each component in the new facility. By separating each component of the facility, this will allow the State to determine funding needs for the entire facility or just the SDC.

**Question 13:** Please confirm that site selection may be required per Paragraph 4 of this section in which DIS states “....will either be new construction or the modification and build-out of an existing structure.”

Answer 13: DIS prefers for the site to be a new construction. If available locations with existing structures that meet DIS pre-design requirements are identified prior to the study, DIS may request that the firm conduct a high level assessment of that site in order to prepare an additional option for a new SDC via build-out of an existing structure. See RFQ Section II, Scope of Services Required, A. 12.

**Question 14:** In order to understand the long-term plans for the State of Arkansas, is this Data Center the only data center planned to support the state infrastructure, or is it one of several? Is this data center intended to comply with the federal mandate for backup data centers for each state?

Answer 14: The current data center is one of several in Arkansas State Government. Evaluations will be conducted outside of the scope of this study to evaluate state consolidation needs / efforts. The new State Data Center will be supported by the existing one until it is phased out via replacement by a new Tier II data center.

**Define 15:** Please define “business case analysis” in Paragraph 6 of this section.

Definition 15: A business case can be defined as 'the application of a process of business reasoning, consistently, to a series of alternatives, to allow for the presentation of a clearly supportable and optimal solution'. There is both a process of arriving at the optimal alternative, and the writing up of the report to support the process conclusion. In simple terms: a “business case analysis” (BCA) is a comparative analysis that presents facts and supporting details among competing business alternatives. Public sector work requires consideration of a complete range of evaluation criteria and alternatives. Types of Business Cases considered for this project include, but are not limited to: capital development; acquisition of land; acquisition of an existing facility that requires upgrades, rehabilitation and reuse; operations and maintenance initiatives; energy and conservation projects.

**Question 16:** Is DIS requiring financial and/or tax impact analysis outside of design/build budgeting for a new facility or retrofit of other secondary facilities?

Answer 16: No tax impact analysis is required. The only required financial analysis' outside of design/build are for the estimates of annual utility consumption (energy cost) and annual maintenance & operating cost. See RFQ Section II, Scope of Services Required, A. 14. h.

## **Section II Scope Of Services Requested:**

**Question 17** for A. 10:

- How many racks of General Purpose Equipment (Wintel or Linux servers, in-rack JBODS, in rack tape devices, network devices and/or other devices such as KVMs, etc.) are going to be moved?
- How many racks of UNIX servers (Solaris, HP-UX, AIX, etc.) are going to be moved?
- How many Mainframes and their attached components are to be moved?

- How many SAN Cabinets are to be moved and what is their make and model?
- How many stand-alone Tape Libraries are to be moved and what is their make and model?
- Has DIS determined a minimum number of move groups?
- What is the minimum allowable downtime for each move group?
- What is the overall value of the equipment to be moved?
- What is the maximum distance involved in this move?
- **IMPORTANT NOTE:** The first 5 items above are critical to identify a rough order of magnitude cost estimate for the move. Without quantities of specific types of equipment, move costs associated with Maintenance Contract Services can vary widely (a 6 figure variance is possible).

Answer 17 to above questions: These questions are not applicable to the requested statement of qualifications, but should be asked during the requirements analysis / feasibility study. DIS is working to have information of this type updated and will be prepared to provide it at that time.

**Question 18** for A. 11: How many proposed sites would be under consideration?

Answer 18: This question is not applicable to the requested statement of qualifications, but should be asked during the requirements analysis / feasibility study. DIS is working to have information of this type available and will be prepared to provide it at that time. Proposed sites have not been determined at this time. DIS anticipates having 1 to 2 sites.

**Question 19** for A. 12: What is the square footage (raised access floor/computing area and the electrical mechanical support space) and location of each of these facilities?

Answer 19: This question is not applicable to the requested statement of qualifications, but should be asked during the requirements analysis / feasibility study. DIS is working to have information of this type available and will be prepared to provide it at that time. Proposed sites have not been determined at this time.

**Clarification 20** for A. 13: Please define 'business case'.

Answer 20: A Business Case can be defined as information necessary to get assess benefits of a project against costs and resources to assess whether the proposal should go ahead.

**Question 21** for A. 14. e: Is DIS looking for an Architectural Rendering of the overall two (2) facilities (assuming the proposed SDC is stand-alone and not conjoined) prior to site selection?

Answer 21: Yes. DIS realizes that this will be just a very basic rendering due to being at an early stage in the life of a proposed project. A basic sketch of the building components on fenced grounds will be sufficient at this point. DIS understands that architectural renderings are not typically provided until the detailed design phase, but feels that a basic rendering at this point will be helpful in presenting the project for funding approval.

**Question 22** for A. 14. g: Does DIS have records of their current and past utility consumption? Does this apply to the SDC only?

Answer 22: These questions are not applicable to the requested statement of qualifications, but should be asked during the requirements analysis / feasibility study. DIS is working to have information of this type prepared and will be prepared to provide it at that time. Yes, it does apply to the electrical usage for the SDC.

**Question 23** for A. 14. h: Does DIS have records of its current and past maintenance and operating costs? Does this apply to the SDC only?

Answer 23: These questions are not applicable to the requested statement of qualifications, but should be asked during the requirements analysis / feasibility study. DIS is working to have information of this type prepared and will be prepared to provide it at that time. Yes, it does apply to the SDC.

### **Section III Schedule of Events:**

**Question 24:** Could the presentation date be moved up by 7-10 days if notification comes by 10/3?

Answer 24: No, as per the ABA MS&C Section 2-106 SELECTION METHOD (item 6), "Notice of said hearing shall be mailed to the finalists notifying the respective finalists of the time and location of the interview at least ten (10) days prior to the hearing. Exception: Allow fifteen (15) working days for projects that are large or complex and that may require the services of an out-of-state design or consultant firm." DIS and ABA have agreed that the project is large and may require out-of-state consultants. The study phase could be considered small but with the schematic plans that DIS is requesting, the schedule is appropriate.

**Question 25:** If it is determined that DIS is not prepared to provide all of the data required within this time frame, will DIS consider an extension of the due date?

Answer 25: Yes

**Question 26:** Will DIS be available on all days other than Christmas Day and/or New Years day for data collection, review and approval of milestone documents, etc.?

Answer 26: Yes, with the following exception: DIS will observe State Holidays on Christmas Eve (Wednesday December 24, 2008), Christmas Day (Thursday December 25, 2008), Friday December 26, 2008, and New Years Day (Thursday, January 1, 2009).

**Question 27:** If it is possible that the contract negotiation can be compressed to allow for additional time given the above considerations?

Answer 27: Per the schedule of events, the contract negotiation period is small, only 3 days. The dates of 11/5/08 through 11/25/08 for the contract processing via ABA, Legislative Council, and DF&A are State mandated requirements and follow the established schedule for the OSP - State of Arkansas Professional/Consultant Services Contract. The actual period of 12/1/08 through 2/6/08 for the requirements analysis / feasibility study are still pending confirmation, therefore are not hard set and will be confirmed during the negotiation process.

### **Section IV Written Qualifications Submission Guidelines:**

**Question 28:** If we submit our statement of qualifications through an overnight courier services, the courier service will require that we provide a phone number. What is an appropriate phone number to include with the street address that you have provided in the RFQ?

Answer 28: 501-682-9990 (DIS Front Desk Receptionist)

**Question 29** for B. 3: Can the 10 page maximum for Key Personnel be increased? Some of our key personnel descriptions, given their extensive project experience and qualifications are 3-5 pages each. Can this be increased to 20 pages (10 with double sided printing)?

Answer 29: No. Please keep in mind that DIS is primarily interested in knowing the personnel and experience of the design team as it relates to “data centers over 10,000 square feet raised access floor and with high availability characteristics” along with experience with building designs that have meet LEED certification status.

**Question 30** for B. 4: Can the 12 page maximum for Experience be increased? In Section I INTRODUCTION B. Objective Paragraph 8, DIS requires a minimum of 10 years experience which may not be effectively captured with 12 pages. Can this be increased to 20 pages (10 with double side printing)?

Answer 30: No. See answer 29.

## **Section V Evaluation of Responses and Selection Criteria**

**Question 31** for B.5: Scoring for the Management Plan of the statement of qualifications is based on consistency of the applicant’s plan with the requirements of DIS and ABA (“The firm’s/team’s management approach to gathering, disseminating, and tracking critical information will be evaluated against the needs and requirements of DIS and ABA”). Where are these requirements detailed?

Answer 31: DIS states in the Introduction – Objective (Section I. B., 8th paragraph) the following: “Additional Mandatory Requirements: The consultant must have a minimum of 10 years of experience conducting data center requirements studies and have experience with data centers over 10,000 square feet raised access floor and with high availability characteristics. The consultant should be capable of executing the study data to completion, utilizing a staff with appropriate construction management, electrical, mechanical, and design experience and capabilities.” Submitted information regarding management plans should focus on the consultant’s experience managing projects of this level – “data centers over 10,000 square feet raised access floor and with high availability characteristics”. High availability designs equate to a minimum of Tier III level (as per the Uptime Institute Tier Classifications).

## **Contract Related Questions:**

**Question 32:** What will be the contract format including terms and conditions?

Answer 32: see answer 33,

**Question 33:** Will Consultant submit proposed agreement, i.e. AIA Contract or Consultant standard agreement, or will State provide contract form?

Answer 33: All professional service contracts must be placed on the State standard form of agreement, OSP-1 Form “State of Arkansas Professional/Consultant Services Contract”. The contract may be modified or clarified by attachments. The most common attachment for terms and conditions is the AIA Owner/Architect Agreement Form B-151. This form is acceptable provided that the terms are edited to be compatible with State Laws and ABA Minimum Standards and Criteria. Other industry standard forms are also acceptable if properly edited. Other attachments may include specific detailed descriptions of the study and detailed

descriptions of the fee structures and payment terms. It is intended that the final contract form will be very similar to the typical professional service contract used on design projects subject to ABA review.

**Question 34:** If to be provided by the State, can you provide a copy for review with this solicitation?

Answer 34: Yes. See the OSP-1 Form "State of Arkansas Professional/Consultant Services Contract".

**Question 35:** Are there contract terms and conditions that are not included in the solicitation?

Answer 35: DIS has included in the RFQ Arkansas legislatively mandated terms. The consultants that are selected for the oral presentations shall submit with their proposed scope of services and fees, any additional terms and conditions they want considered during the negotiation process.

**Question 36:** If so, please provide so they can be reviewed with the solicitation.

Answer 36: See answer 35. The final contract terms and conditions will be negotiated with the top ranked consultant.